



Montgomery County Fire Marshal's Office



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Express Fire Code Review

What is an Express Fire Code Review?

Express Fire Code Reviews are available for certain construction projects and buildouts in existing permitted buildings and change in use occupancy that do not require a formal plans review. An Express Fire Code Review can simplify and shorten the review process on less complex projects, allowing for faster turnaround from application to approval for construction and occupancy.

What Projects meet the Express Fire Code Review requirements?

1. Tenant remodel or build out of an existing building < 10,000 sq. ft.
2. First time interior build out of existing building < 10,000 sq. ft.
3. Remodel of an existing interior build out/lease < 10,000 sq. ft.
4. Change of occupancy in an existing building/lease < 10,000 sq. ft.
5. Substantial Improvement of an existing build out/lease < 10,000 sq. ft.
6. Modification of a floor plan (moving walls) of an existing build out/ lease <10,000 sq. ft.

Exceptions:

1. Assisted Living Facilities – Regulated under Texas HHS
2. Day Care Facilities – Regulated under Texas HHS

What items and documentations must I produce at the time of the review when meeting with the plans reviewer?

1. One of the following must be present for the Express Review: **Owner, Occupant, Engineer, Architect, Code Consultant or General Contractor must be present at the time of the review.**
Permit Expeditors will not be accepted unless accompanied by a person from list above.
2. Floor plan(s) of the intended space that will be occupied.
3. Plans must be legible and have all areas and rooms Identified and shown on plans including dimensions.
4. All permitting documents must be filled out prior to the Express Review.

Express Review Times and Contact:

1. Please email fire.codes@mctx.org to set a time for an Express Review. Preferred Method
2. Express Review Drop In Time:
Tuesday – Thursday, 9:00am – 11:00am and 1:30pm – 2:30pm. Excluding County Holidays
If a Plans Reviewer is not available at the time of Drop In, you will be asked to email for an appointment.
Drop In Express reviews are not guaranteed due to schedule of the Plans Reviewer.

In accordance with Local Government Code Chapter 352.016, all Fire and Life Safety Inspections in unincorporated Montgomery County must be performed by a Fire Inspector. All code reference has been taken from the current adopted editions of the International Fire Code and NFPA 101. The Montgomery County Fire Marshal's Office reserves the right to make any changes and correction for errors overlooked in the inspection process, and shall require the corrections of errors in construction documents, other data, or on-site installations.